

HR Weekly Podcast

11/16/2007

Today is November 16, 2007, and welcome to the HR Weekly Podcast from the State Office of Human Resources. This week's topic is the release of the revised I-9 form.

Employers and employees are familiar with the I-9 form, which is a United States Citizenship and Immigration Services or USCIS form used to verify an employee's identity and work eligibility status. Employers are required to have the I-9 form completed within 3 days for every new hire and maintain hardcopies or electronic versions for 3 years after the date of hire or 1 year after the date employment is terminated.

As a part of completing the I-9 form, an employee must present official documentation confirming identity and worker eligibility status. The I-9 form contains a list of official documentation that can be used. An employee can establish eligibility by using one document from List A or a combination of documents from List B and List C.

As of November 7, 2007, USCIS has released a revised I-9 form that reduces the amount of documentation that is acceptable for employees to verify their identity and work eligibility status. The most significant change was the elimination of five documents on List A. The eliminated documents are:

- Certificate of U.S. Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- Alien Registration Receipt Card (I-151)
- Unexpired Reentry Permit (Form I-327)
- Unexpired Refugee Travel Document (Form I-571)

The document added to List A was "Unexpired Employment Authorization Document (I-766)." The documents that now make up List A are:

- U.S. passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- An unexpired foreign passport with a temporary I-551 stamp
- An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A or I-688B)
- An unexpired foreign passport with an unexpired "Arrival-Departure Record"

Employers are encouraged to begin to use the revised I-9 form immediately. The old forms will be accepted for new hires until after publication of the notice of the new I-9 form in the Federal Register. Failure to use the revised document after the effective date may be subject to fines and penalties. Employers are not required to submit new revised I-9 forms for existing employees.

List A was the only list that was revised; List B and List C are the same. For a link to the new I-9 form, please consult the text version of this podcast. <http://www.uscis.gov/files/form/I-9.pdf>

If you have any questions or concerns about this revised I-9 form, please call your HR Consultant at 737-0900.

Thank you.